



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Bank Reconciliations

CUTOFF: EOSFY

DESCRIPTION: Listing of debits, credits and balance of open accounts; includes daily and monthly statements, deposit tickets received from the bank or included with bank statements. Also includes reconciliation for Department of Social Services, Division of Family Services.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4859

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Central Check Mail (CCM) Documentation

CUTOFF: EOSFY

DESCRIPTION: Postage documentation, invoices, and transmittals that document the operations and process of the CCM fund.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4855

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Daily Accounting Reports

CUTOFF: EOSFY

DESCRIPTION: Fund balance, transmittals, general revenue receipts, interest accounts, and disbursements provided by the state accounting system and processed by the State Treasurer Office per 30.280 RSMo. Records are used to create the monthly fund balance report (series #4831).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4829

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Daily Cash Statements

CUTOFF: EOSFY

DESCRIPTION: Daily statement of cash position for the state used to balance the state bank accounts to the state accounting system. This is also the book balance for all state bank reconciliations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4809

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Daily Investment Documentation

CUTOFF: EOSFY

DESCRIPTION: Documentation tracking daily investments and any maturities or interest payments due the State. Used by the Investment Division to determine the best price for buying and selling securities. Records include, but are not limited to control sheets, daily investment summary, repurchase agreement worksheet, bank repurchase agreement report, investment recap, open repurchase agreement documentation and trade tickets.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4884

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Financial Reporting Information

CUTOFF: EOSFY

DESCRIPTION: Documents submitted to Office of Administration for the Consolidated Annual Financial Report (CAFR) and to the Department of Revenue's Combined Unit Financial Report (CUFR).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4819

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Forged Check Documentation

CUTOFF: EOSFY

DESCRIPTION: Forged checks, list of forgeries and information submitted to the state's contractor to document forged checks, and the response back to the State Treasurer's Office refunding the amount or denying the forgery claim.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4852

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Fund Balances Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly, quarterly, fiscal year-end fund balance reports, month-end portfolio information, and the statement of cash position provided to the Commissioner of administration per 30.350 and 30.360 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4831

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Interest Distribution Reports

CUTOFF: EOSFY

DESCRIPTION: Detailed report listing interest amounts, both cash and accrued, distributed to each fund during the interest distribution process. Report lists daily transmittals created, end of day balances by pool, adjustments documentation, and detail report for the general pool and general obligation bond pool.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4808

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Investment Reports

CUTOFF: EOSFY

DESCRIPTION: Reports are used to prepare the daily cash statement noted in Cash Statements (series #4809) as well as to reconcile bank statement activity and calculate the next day's investment. Reports include active investments, purchases, sales and maturities, next day sales and maturities, and coupon report.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4810

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Linked Deposit Records

CUTOFF: EOSFY

DESCRIPTION: Linked deposit loan records include: loan and deposit applications submitted by lenders; reports submitted by lenders calculating the average outstanding principal for each linked deposit and the interest due the state, if any; annual reports showing total linked deposits, and information submitted to the Linked Deposits Review Committee, as per 30.763 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4874

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Outlawed Check Ledger

CUTOFF: EOSFY

DESCRIPTION: Listing of all checks which are not paid in one year. Used for replacement of outlawed checks and to provide to search firms that request information via freedom of information requests.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4851

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Outlawed Check Transmittals

CUTOFF: EOSFY

DESCRIPTION: Monthly state accounting system cash receipt documents, along with documentation that transfers funds from their respective accounts when the checks have been outstanding for one year, per 30.200 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4850

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Outlawed Checks

CUTOFF: EOSFY

DESCRIPTION: Checks that have been returned and not paid within one year. Payees have not been located pursuant to 30.200 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4849

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Paid Checks

CUTOFF: EOSFY

DESCRIPTION: Checks which have been presented for payment, processed and cancelled through the bank.

RETENTION: Years: 7 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4845

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Payments Issued

CUTOFF: EOSFY

DESCRIPTION: List of checks, automated clearing house (ACH) direct deposits, amounts, and to whom paid. Payments may include, but not limited to vendor payments, state payroll, state aid or benefits, Family Services recipients, and income tax refunds.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4847

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Replacement Check Files

CUTOFF: EOSFY

DESCRIPTION: Replacement for checks over one year old, per 30.200 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Also known as outlaw checks.

DISPOSITION ACTION: Destroy

SERIES: 4834

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Special Investments

CUTOFF: EOSFY

DESCRIPTION: Trustee records and transmittals of fund maintained by the State Treasurer Office for Department of Elementary and Secondary Education as well as University of Missouri - Columbia. Funds include the Public School Fund and the Seminary Fund Investments.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4821

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division:

Sub-Section:

TITLE: Stop Payment Orders

CUTOFF: EOSFY

DESCRIPTION: Letter and affidavit from Department of Social Services, Division of Family Services directing stop payments of Child Support or Government Assistance funds to recipients.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4835

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Time Deposit Reports

CUTOFF: EOSFY

DESCRIPTION: Reports listing all active deposits, debits, credits and balance of time deposit accounts for each bank. Reports related to general time deposits include: reports produced weekly showing all active deposits; bank acceptance of rates and terms; Automated Clearing House credits and debits; reports reflecting weekly rates, reports reflecting the collateral pledged for a deposit; letters requesting release of collateral back to the lender; weekly call sheet and recap sheet listing all deposits maturing or renewing and new deposits being placed; and collateral reports showing monthly activity, weekly pledged securities, exceptions, and daily activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4868

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Wire Transfer Information

CUTOFF: EOSFY

DESCRIPTION: Payments made by wire transfer. Records include wire instructions and payment authorization.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4813

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010